

Project Submittal

City of Tempe
Development Services Dept.
P.O. Box 5002
31 E. 5th Street
Tempe, Arizona 85282-5002



PLEASE PRINT

TRACKING NO.

PROJECT NAME:		DATE:	
PROJECT ADDRESS:		SUITE NO:	PARCEL NO:
PROPOSED USE OF BLDG / SUITE:		EXISTING ZONING:	
LEGAL DESCRIPTION: <input type="checkbox"/> Attached		MCA CODE:	1/4 SECTION
APPLICANT'S NAME:		TELEPHONE: ()	
COMPANY OR FIRM NAME:		FAX: ()	
APPLICANT'S ADDRESS: CITY		STATE	ZIP
<input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR		<input type="checkbox"/> ARCHITECT <input type="checkbox"/> ATTORNEY <input type="checkbox"/> ENGINEER <input type="checkbox"/> OTHER	
OWNER'S NAME:		TELEPHONE: ()	
COMPANY OR FIRM NAME:		FAX: ()	
OWNER'S ADDRESS: CITY		STATE	ZIP
DESCRIPTION OF WORK / REQUEST:			
APPLICANT'S SIGNATURE:		VALUATION	

PLANNING (480-350-8331)

- ☐ Prelim Site Plan Review
- ☐ Design Review
- ☐ Design Review Sign
- ☐ Sign Permit
- ☐ B of A/Hearing Officer
- ☐ Recordation
- ☐ Other _____
- ☐ P & Z ☐ CC
- ☐ Zoning
- ☐ PAD
- ☐ Subdivision/Condo
- ☐ Site Plan
- ☐ Development Plan
- ☐ General Plan 2020 Amend

ENGINEERING (480-350-8341)

- ☐ Engineering
- ☐ Revisions
- ☐ Other _____

FIRE (480-350-8341)

- ☐ Tanks
- ☐ Special Extinguishing System
- ☐ Dust Collection Systems
- ☐ Spray Paint Booth
- ☐ AFES (underground)
- ☐ Other _____

Fees

BUILDING (480-350-8341) Fees

- ☐ Building
- ☐ New
- ☐ Complete
- ☐ Prelease
- ☐ Basic
- ☐ Add/Alt
- ☐ TI
- ☐ AFES (overhead)
- ☐ Res
- ☐ Pool
- ☐ Demo
- ☐ Grading Only
- ☐ MEP
- ☐ Mobile Home
- ☐ Factory Built Bldg
- ☐ Revision
- ☐ New Standard Plan
- ☐ Permits For Std. #
- ☐ Other _____

For Department Use Only

No. of Sets of _____ Building
Plans Submitted: _____ Planning
_____ Engineering

- | | |
|--|---|
| <input type="checkbox"/> Soils Report | <input type="checkbox"/> Application / Material |
| <input type="checkbox"/> Specs Book(s) | <input type="checkbox"/> Parking Analysis |
| <input type="checkbox"/> Struc Calcs | <input type="checkbox"/> Color Board |
| <input type="checkbox"/> Hydraulic Calcs | <input type="checkbox"/> Report _____ |
| <input type="checkbox"/> Haz Mat Form | <input type="checkbox"/> Other _____ |

VALIDATION

TOTAL VALUATION

FILE WITH:

\$

TOTAL SUBMITTAL FEES:

REC'D BY:

\$

Plans and drawings submitted for Planning Division processes are subject to dissemination to the public

INSTRUCTIONS FOR PROJECT SUBMITTAL

PROJECT INFORMATION

NAME: Subdivision Name/Plan of Development, Etc.

ADDRESS: Site address, assessor's parcel number, and suite number

PROPOSED USE: i.e. single-family residence, office, medical office retail, school, restaurant, office/warehouse, carport, manufacturing, 68 unit apartment, 72 unit hotel, etc.

EXISTING ZONING: Zoning at time of application

LEGAL DESCRIPTION: Provide complete Legal Description of property on which permitted work will be done. If legal description is too long for space provided, attach a separate sheet with legal description.

APPLICANT INFORMATION

Name, address, telephone and FAX number of individual to be contacted for questions/corrections and notification of project status.

DESCRIPTION OF WORK

PLANNING: i.e. site plan review, Design Review, signs, Board of Adjustment, Zoning/Rezoning, PADs, Subdivision/Condo, Development Plan, General Plan Amendment.

BUILDING: i.e. interior remodel, addition to existing residence, prefabricated carport, construction due to fire damage, conversion of existing office to sales, conversion of garage or carport to living space, relocated building, revisions of an active permit, etc.

Classes of work include:

NEW all new non-residential buildings (multi-family, office, industrial, assembly, retail, other commercial etc.). All new construction must be further identified as 'Complete', 'Prelease' or 'Basic' type buildings. Upon final inspection approval 'Complete' buildings will receive a Certificate of Occupancy. 'Prelease' and 'Basic' buildings are shell buildings resulting in the issuance of a 'Letter of Compliance' with Certificate of Occupancies issued at the time of tenant build-out

A/A additions or alterations to an existing building that increases floor area or requires structural review.

T.I. tenant improvement work - no increase in floor area and no structural work.

AFES automatic fire extinguishing systems.

RES all work (new, remodel, additions, etc.) relating to one and two family dwellings.

POOL swimming pools

DEMO this type of permit covers the demolition of an entire building and is not issued for demolition associated with interior work. Interior demolition work is covered under the building permit. Demolitions resulting from unauthorized construction (work done without permits) will require demolition permits.

OTHER that work which does not fit into any of the above categories, i.e. mobile homes, factory built buildings, retaining walls, prefabricated metal parking structures, relocated buildings, etc.

MEP application is for mechanical, electrical, or plumbing work only.

ENGINEERING: on-site, storm water retention, refuse enclosures, curb cuts, etc

FIRE: installation of fuel tanks, spray paint booths, review of hazardous material forms, dust collection systems, etc.

